Self Service
User Guide

Self-Service Overview and Log-In Instructions:

- Self-Service is a user-friendly access point to your academic and financial records that allows you to monitor your path toward graduation, plan and schedule classes, and keep track of your finances
- Find the MY`ACM tab at the top ACM homepage, select Self-Service from the drop-down menu
- Log in to Self-Service with your USERNAME and PASSWORD
- By clicking on the bank icon on the left bar, students can also review their bill, determine their financial aid status including documentation needed and awards received, and make a payment and/or sign-up for the Nel-Net payment plan
- Other options include a quick review of your grades, request an official transcript, or view/print an unofficial transcript. These options are available from the graduation cap icon on the left bar

How to Plan and Register Your Courses:

- Find the MYACM tab at the top ACM homepage, select Self-Service from the drop-down menu
- Log on to Self-Service with your USERNAME and PASSWORD
- Select Student Planning
- Select Option 1 - My Progress
- Review your path toward graduation. Classes that display green are those you are currently in or have completed. Classes that display red are those you still need to complete.
- Once you have decided on the class you want to schedule you can click directly on the course link, or from the Academics drop down menu at the top of the screen select the Course Catalog
- In Course Catalog you can search by subject, term, location, instructor, etc.
- Once you find the course and section you want, select Add Section to Schedule
- Continue this process until you have selected all your classes
- Click on the Student Planning drop down menu at the top of the screen and select Plan & Schedule
- Select the term (Fall, Spring, Summer) with arrow in upper left corner
- Planned classes will display yellow in calendar or list form
- Click the blue Register Now button on the upper right of the screen to register for all the planned courses at once
- Once successfully registered your classes will display green instead of yellow
How to View Your Bill and/or Establish a Payment Plan:

- Find the **MY ACM** tab at the top ACM homepage, select Self-Service from the drop-down menu
- Log on to Self-Service with your **USER ID** and **PASSWORD**
- Click on **Bank Icon** to the left of the screen
- Select **Student Finance**
- Select **Account Summary**
- Click on the semester you want to view
- Click on **View Statement**

- **To pay your bill in full:**
  - Click the **Bank Icon** to the left of the screen
  - Select **Student Finance**
  - Select **Make Payment**

- **To establish a payment plan:**
  - Click the **Bank Icon** to the left of the screen
  - Select **Student Finance**
  - Select **NBS Enterprise**
  - Click **Proceed to Processor**
  - This will redirect you to the Nelnet page. You can then follow the prompts to establish your payment plans by the required dates

How to view and print your schedule:

- Find the **MY ACM** tab at the top ACM homepage, select Self-Service from the drop-down menu
- Log on to Self-Service with your **USERNAME** and **PASSWORD**
- Select **Student Planning**
- Select Option 2 - **Plan and Schedule**
- Select the term (Fall, Spring, Summer) with arrow in upper left corner. Select Print in the middle of the screen (under where you selected your term)
How to Drop and/or Add a class:

- Find the MYACM tab at the top ACM homepage, select Self-Service from the drop-down menu
- Log on to Self-Service with your USER ID and PASSWORD
- Select Student Planning.
- Select Option 2 - Plan and Schedule
- Select the term (Fall, Spring, Summer) with arrow in upper left corner
- To drop a class before the semester starts, scroll down course bar on left, select class and click on the blue Drop button, a prompt will then ask you to confirm
- To add a class, make sure that it is added to your plan, select the course from the course bar on left, and click on the blue Register button
- Planned classes once registered will turn green
- Dropped classes will turn yellow and can be removed from your plan by clicking on the x on upper right corner of course tab
- **NOTE:** STUDENTS CANNOT DROP OR ADD ON SELF-SERVICE ONCE THE SEMESTER BEGINS. PLEASE CONTACT THE REGISTRATION OFFICE AT 301-784-5198 OR EMAIL admissions@allegany.edu FOR HELP WITH DROPPING/ADDING AFTER THE SEMESTER STARTS.

How to View Your Past Grades or Current Midterm Grades:

- Find the MYACM tab at the top ACM homepage, select Self-Service from the drop-down menu
- Log on to Self-Service with your USERNAME and PASSWORD
- Click on the Graduation Cap Icon to the left of the screen
- Select Grades on the drop-down menu
- Select the semester you wish to see your grades
- You can also opt to download your unofficial transcript

How to View Your Unofficial Transcript:

- Find the MYACM tab at the top ACM homepage, select Self-Service from the drop-down menu
- Log on to Self-Service with your USERNAME and PASSWORD
- Click on the Graduation Cap Icon to the left of the screen
- Select Unofficial Transcript on the drop-down menu
- Click on the Unofficial Transcript hyperlink
- Your downloaded unofficial transcript can be printed or saved to a file
How to Change Your Address or Phone Number

- Please contact our Admissions office at 301-784-5199 to update this information

How to Request an Enrollment Verification

- Find the MYACM tab at the top ACM homepage, select Self-Service from the drop-down menu
- Log on to Self-Service with your USER ID and PASSWORD
- Select ACADEMICS in the top left corner
- Select Student Planning
- Click ENROLLMENT VERIFICATIONS from the drop-down menu
- Click Add New Request
- Fill out the requested information
- Click Submit
- NOTE: If you would like to have your enrollment verification emailed, in the address line type your email address and still fill out the rest of the fields. We will then know to email it.

How to View Your Financial Aid Status:

- Find the MY ACM tab at the top ACM homepage, select Self-Service from the drop-down menu
- Log on to Self-Service with your USER ID and PASSWORD
- Click on the Bank Icon to the left of the screen
- Select Financial Aid
- Select Financial Aid Home
- You will be able to see the status of your application, any documents you still need to complete, and if you have any pending awards to accept

You can also contact the Student Financial Aid Office at 301-784-5213 or studentfinancialaid@allegany.edu

Revised ECN: MARCH 2023